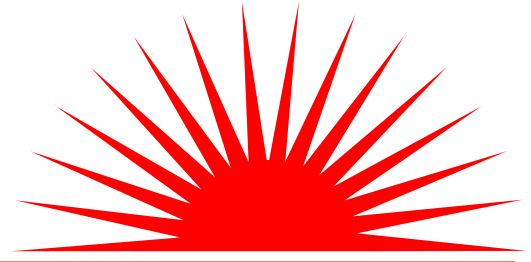




State of Arizona  
Department of Education

Tom Horne  
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Public Instruction

## Special Education Monitoring Alert



*June 2008*

### **Revision to Monitoring Corrective Action Requirements**

The Exceptional Student Services (ESS) monitoring system has been revised this year to include a more comprehensive corrective action process. Based upon requirements from the Office of Special Education Programs (OSEP), ESS has expanded the process for corrective action of noncompliance following the on-site monitoring activities.

Beginning in the upcoming school year (SY 2008-2009), corrective action will be required on all individual line items found to be noncompliant during the on-site monitoring. This corrective action will be required even when the summative call for the section or line item on the Summary of Findings (SOF) was “systemic compliance.”

Verification of the PEA administrator’s follow-up on individual items and individual files that were found to be noncompliant will be done by your ESS program specialist. Your specialist will schedule a minimum of three follow-up contacts after the monitoring, which may include on-site visits and desk audits. During those follow-ups, a sample of previously reviewed files will be reviewed again to ensure compliance. Files that were not previously reviewed as well as other documentation will be examined in order to document sustainability.

The monitoring will be closed after the PEA has been found to be in compliance on all items related to the monitoring.

We encourage you to utilize the monitoring forms and guide steps that are posted on the ADE/ESS website at the following link: <http://www.ade.az.gov/ess/programsupport/>. If you have questions related to monitoring, please contact your ESS program specialist.